

Dhananjay Pote

Mob No - (+91) 9763543946

Email ID - potedhananjay2008@gmail.com

SENIOR HUMAN RESOURCES PROFESSIONAL

- ◆ Certified Professional in International Human Resources Management from London Metropolitan University, London with 7.5 years of experience of working in London and India.

HR SKILLS

- | | | |
|----------------------------|----------------------------------|-----------------------------|
| ◆ Payroll | ◆ Staff Recruitment & Retention | ◆ Orientation & On boarding |
| ◆ Employment Law | ◆ Employee/Industrial Relations | ◆ HRMIS |
| ◆ HR Policies & Procedures | ◆ Alternative Dispute Resolution | ◆ Training & Development |
| ◆ Benefits Administration | ◆ HR Administration | ◆ Performance Management |
| ◆ Exit formalities | ◆ Statutory Compliances | ◆ Legal Compliances |

PROFESSIONAL EXPERIENCE

SATISH TOY MANUFACTURING LLP – NASHIK, MAHARASHTRA

Senior Executive HR, Oct 2017 to Aug 2019

Key Results:

- Worked on the turnkey project of Plastic Toy Manufacturing Factory with 100% EOU.
- Worked as MR for compliance related to Toy Manufacturing Responsible Business Alliance, Global Security Verification, and International Council of Toy Industry etc.
- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resources system that meets top management information needs.
- Competency Mapping Assessment and Evaluation for white collar.
- TNI identification for all blue collar and white collar employees and preparing annual training calendar.
- Coordinating with External trainers and evaluation of the same
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Recruits, interviews, tests, and selects employees to fill vacant positions as per ORG.
- Preparing and finalizing the job descriptions for all the departments.
- Employee Engagement Activities and employee satisfaction survey.
- Plans and conducts new employee orientation to foster positive attitude toward Company goals.
- Keeps records of benefits plans participation such as insurance.
- Plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Advises management in appropriate resolution of employee relations issues.
- Administers performance review program by defining KRA and KPI for evaluation.
- Administers benefits programs such as life, health insurance, pension plans, all types' leaves.
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings, monthly communication meetings, Nirbhaya Committee meeting for female employees.
- Prepares budget of human resources operations.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services and maintaining all legal documents.

SATISH INJECTOPLAST PVT LTD – Vilholi, Nasik

HR Executive May 2014- Oct 2017

Key Results:

- Management representative for International Council of Toys Industry.
- Management representative for Global Security Verification.
- Training and development.
- Development and implementation of all policies related to Toy Industry.
- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys and finalizing CTC.
- Developing, analyzing, and updating the company's salary budget
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Managing employee engagement activities in factory.
- Recommending new policies, approaches, and procedures.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services and maintaining all legal documents.
- Preparing Skill Matrix for Blue collar employees.
- Preparing TNI and Training calendar for the year and ensuring trainings are conducted as per plan.
- Contract Labor Management

MB AUTO INDUSTRIES

HR Junior Executive April 2013- April 2014

Key Results:

- Time Office Management
- Processing payroll, which includes ensuring leaves and working days are tracked in the system
- Preparing Skill Matrix for Blue collar employees.
- Preparing TNI and Training calendar for the year and ensuring trainings are conducted as per plan.
- Contract Labor Management.
- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Performing payroll/benefit-related reconciliations.
- Completing termination paperwork and assisting with exist interview.

FUSHI WELLBEING

HR Officer Feb 2012- March 2013

Key Results:

- Time Office Management
- Processing payroll and maintain related documents.
- HR MIS
- HR Administration

EDUCATION & CERTIFICATIONS

LONDON METROPOLITAN UNIVERSITY – London, UK

Master of Arts (MA) in International HRM, 2013

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY – Nashik

B Sc in Hotel and Tourism Management, 2010

OF NOTE

Professional Development:

- ◆ Successfully completed the training of Responsible Business Alliances on Ethical Sourcing.
- ◆ Successfully completed the training of EICC (Electronic Industry Citizenship Coalition) at Hong Kong.
- ◆ Passed International English language testing system examination (IELTS) British council, university of Cambridge in 2010 with 6.5 Band Score.

Computer Skills:

- ◆ HRIS applications (ERP, Pamt Soft Payroll)
- ◆ MS Office (Word, Excel, PowerPoint, Access, Outlook)

Extra Curricular Activities:

- ◆ Played junior state level ball badminton championship in year 2003.

PERSONAL DETAILS

Address : N-53, VF-1, 15/10, Patil Nagar, Cidco,
Nashik-09, Maharashtra, India.

Date of Birth : 17th March 1989.

Nationality : Indian

Languages Known : English, Marathi and Hindi

Passport No : P5435847

I hereby declare that, all the above information is true and correct to the best of my knowledge.

(Dhananjay S. Pote)

Date:

Place: Nashik